

Montana Department of Public Health & Human Services	Policy
	SH CACFP 2004-11 Rev 1
	Section: Sponsors of Day Care Homes
Child and Adult Care Food Program	Subject: Registration Submission Requirements
	Date Revised: 10/1/2008

REGISTRATION SUBMISSION REQUIREMENTS

Sponsoring organizations must submit valid registration documentation to the State agency for a day care home:

- A. when a facility applies to operate in the CACFP,
- B. when there is a change of address for a facility; and/or
- C. when a provider has a name change.

Acceptable documentation of registration includes the following:

- 1. the registration number (PV number) and expiration date;
- 2. the registration document itself, or a copy;
- 3. letter from QAD/DPHHS child care licensing authority stating registration approval;
- 4. a print-out from Child Care Under the Big Sky (CCUBS) system.

Once a sponsoring organization has submitted any of the above forms of acceptable documentation of registration, it is not necessary to submit further documentation to the SA, unless letters A, B, or C above apply.

The sponsoring organization must maintain a copy of the provider's current registration in the provider's file or in other print format.